

Word Processing Tips

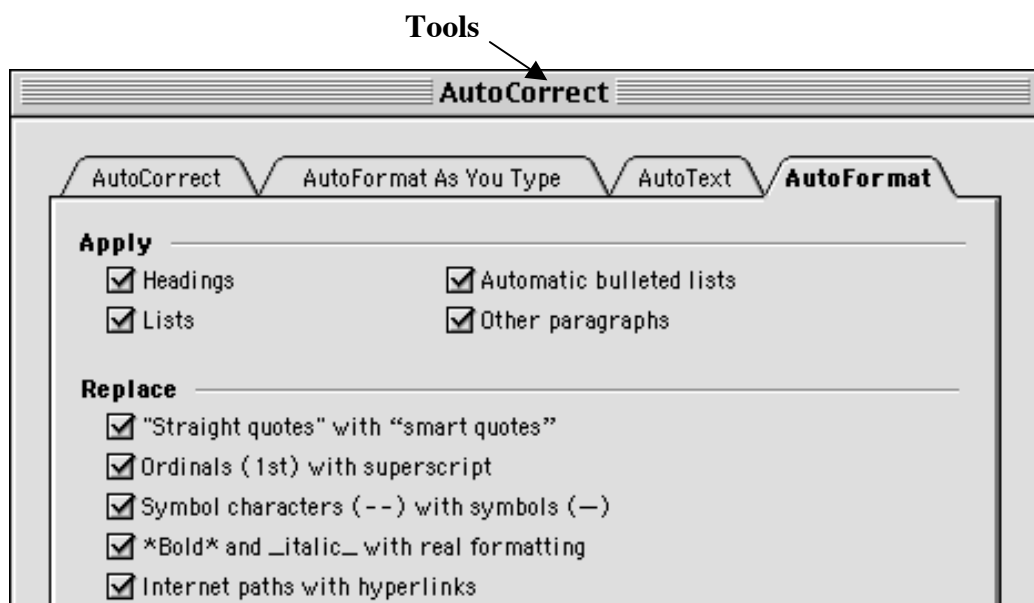
- Use Serif typefaces, which are easier to read, for text. Serif type families include Times, Bookman, Palatino, Century Schoolbook (Serif - small feet across bottom of letter).

Bookman Times

- Use San Serif typefaces for headlines and subheads. They include Geneva, Helvetica, and Avant Grade (San Serif - no feet across bottom of letter).

Arial Helvetica

- Put a single space after each word and period. Use the tabs or indent marker for everything else.
- Do not use the Bold style in the body of text. Use Italics.
- Don't use a serif font in an outline. It is not a block of text.
- Use Bold for headings and subheadings.
- Don't indent first paragraph.
- Don't indent and leave a line. Do one or the other for the remaining body.
- Don't use dumb quotes unless it concerns feet and inches (3'6"). Use smart quotes (" ").



- Never use punctuation within ().
- Only use Plain, Bold, and Italics in a document. Choose these from the Font menu if possible. Never use anything else in a formal document.
- Use italics in captions.
- Use a space in front and in back of leader tabs.
- Even italicize dumb quotes. (6'2")
- Use ' for a quote within a quote.
- When using a laser printer, never use any typeface named after a city.
- *Never* use the Courier font.
- Hidden characters are accessed with a combination of keys, usually option + shift + any key, or option + any key. (fl ‡ › ¢ ®) (™ § © Δ ° ∫ ~ μ ≤ ≥)
- Use the regular hyphen for telephone numbers. (456-9876)
- Use the em dash character to separate something emphatically. Put a space on either side of the em dash. Use option + shift + hyphen to get em dash. (Look — you)
- Use the en dash character to designate a period or span of time. Use option + hyphen to get en dash. (1962–1978)
- For an accent over a letter, use option + e + the letter you want accented. (résumé)
- The option key + the colon key will give you the ellipsis character. (...)
- Use option + 8 to get a bullet character. (•)
- Use option + spacebar for an unbroken block of text. It is usually done to keep names together at the end of a line of typed text (hit spacebar before typing last name).